

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

DHR	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES	ARCHIVES AND HISTORY	
Application Date	Div. of Mental Health And Mental Retardation	Application Number	
8/2/82	Mental Retardation Section	76-272-A	
Application Number	47 Trinity Ave. Room 307-H	Date Received	Date Completed
82-28	Atlanta, Ga. 30334	AUG 18 1982	SEP 16 1982

2. Person to Contact	Working Title	Telephone Number
Jeanne Terhune	Secretary	656-6370

3. Action Requested

a. ☐ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☒ Amend Application No. 76-272 Check One: ☒ Change; ☐ Supersede; ☐ Void

Change Retention Instructions

4. Dates of Series	5. Records Series Title (followed by title used in office; if different)
<div> <div>Earliest</div> <div>Latest</div> </div>	<div> <div></div> <div>Mental Retardation Section-Program and Staff Development File</div> </div>

6. Division and Office Function What is the function of the Division and the Office in which this record series is created?

7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.

Documents relating to:

Included are:

The file is arranged :

B. Monthly Reference Rate How often are records referred to which are:

One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ;
twenty-five months and older _____ ?

9. Annual Rate of Accumulation or Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (Specify) _____

YES NO 10. Questionnaire (Place an "X" in the proper column)

		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 4 year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ralph A. McLean</i>	<i>7/26/82</i>	<i>Paul V. Murphy Jr.</i>	<i>8/2/82</i>
State Records Committee (Signature) Date			
State Auditor/Designee	<i>Wm. J. Linn</i>	<i>9-7-82</i>	
Secretary of State/Designee	<i>Edward Weedon</i>	<i>8/31/82</i>	
Attorney General/Designee	<i>W. J. Linn</i>	<i>8/3-82</i>	

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date June 11, 1976	1. Agency Address Department of Human Resources Division of Mental Health & Mental Retard. Mental Retardation Section 47 Trinity Avenue, Rm. 542-H Atlanta, Ga. 30334	Application Number 76-272	Date Received JUL - 9 1976
Application Number DHR-66		Date Completed AUG 10 1976	
2. Person to Contact Budd Hughes		Working Title Assistant Division Director	Telephone Number 656-6370
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1973	Latest Present	5. Records Series Title (followed by title used in office, if different) Mental Retardation Section-Program and Staff Development File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Mental Health and Mental Retardation administers mental health, mental retardation (and other developmental disability programs), drug abuse, alcoholism, and training/research programs. The Division is also concerned with community mental health and mental retardation programs and the administration of State hospitals, serving the mentally ill and mentally retarded. The Mental Retardation Section is one of the programmatic sections of the Division of Mental Health and Mental Retardation. The Section offers specialized services (primarily focusing on the mentally retarded within the I Q range of 0-55) which are administered through a comprehensive system of institutional and community service programs. The specialized service programs are: 1) Day Training and Work Activity Programs, 2) Group Homes, 3) Institutional Services, 4) Family Care Homes, 5) Foster Grandparent Programs.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: identifying program and staff strength and weaknesses and activities initiated to upgrade same. Included are: program summary reports, program training and consultation reports, and correspondence relating to program and staff development.			
File is arranged: chronologically by ^{fiscal} year; thereunder alphabetically by subject.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>5</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>2</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <i>In Division Director's Subject Files</i>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>5</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Previous reference experience

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>E. Budd Ryan</i>	7/7/76	<i>William J. McDermid</i>	6-19-76
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>Wm. J. Smith</i> 8-6-76
		Secretary of State/Designee	<i>Carroll Hart</i> 8/4/76
		Attorney General/Designee	<i>W. J. Smith</i> 8-9-76